

REGULAR MEETING OF THE JASPER COUNTY BOARD OF COMMISSIONERS
June 3, 2013

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The Jasper County Board of Commissioners met this date at 8:15 A.M. in the Commissioners' Room, Suite 202, of the Jasper County Courthouse located at 115 West Washington Street, Rensselaer, Indiana, with the following members present: Kendell Culp, James A. Walstra and Richard E. Maxwell. Also present was the Auditor of Jasper County, Kimberly K. Grow; Deputy Auditor, Donna J. Horner; Highway Engineer/Supervisor, Jack R. Haberlin; and the Attorney who represents the Commissioners, Eric Beaver. Those present stood and recited the Pledge of Allegiance led by Dawn Hoffman, Jasper County Assessor.

CLAIMS: Mr. Walstra made a motion to approve the claims as presented. Mr. Maxwell seconded and the motion carried.

PAYROLL: Mr. Maxwell made a motion to approve the Payroll Claim & Allowance Dockets for the check dates equal to May 15, 2013 and May 30, 2013. Mr. Walstra seconded and the motion carried.

MINUTES: Mr. Walstra made a motion to approve the Minutes of the Regular Meeting held on May 6, 2013. Mr. Maxwell seconded and the motion carried.

DIGITAL READER/PRINTER: Beth Warren, Recorder, was present to request permission to replace her current Minolta SR 2000 printer/reader. The current machine was purchased in 2000 and has had to be repaired three (3) times since Ms. Warren took office. The cost of the machine is \$5,749.00, the universal carrier 8 is \$2,725.00 and the USB connection interface is \$279.00. After the trade-in of the old machine, delivery, installation and training, the total cost will be \$8,852.00. The total cost will be paid for out of the Recorder's Perpetuation Fund. Mr. Maxwell made a motion to approve the purchase of the printer/reader. Mr. Walstra seconded and the motion carried.

NEW PLOTTER / SURVEYOR: Alan Shanks, Surveyor's Office, stated that they would prefer to lease rather than purchase a new plotter. The new plotter would replace the two (2) current plotters and the line printer/copier. The cost of the lease is approximately \$275.00 per month. Bill Batley, IT, does have the funding within his IT budget to cover the cost through the remainder of the year. Mr. Walstra made a motion to approve the Lease Agreement with Ricoh. Mr. Maxwell seconded and the motion carried.

SCANNING OF OLD DOCUMENTS / SURVEYOR: At the May meeting, a quote was submitted by Ricoh to scan documents within the Surveyor's office. Due to the cost, the Commissioners requested more than one quote. Alan Shanks was present with a second quote that was submitted by DocuWare. When asked if he had a preference, Adam Lyons, Surveyor's Office, replied that he feels that DocuWare would be a little easier because they will automatically load it on to the DocuWare server that the county already uses. Ricoh will provide a hard copy on a disc. It will then be up to us to upload and index the documents onto the DocuWare server. Due to the fact that one company submitted a bid for 40,000 copies and the other submitted a bid for 80,000 copies, Mr. Maxwell requested that new quotes be requested for 60,000 copies in order to make a fair comparison. Mr. Culp suggested that the new information be brought before the IT Committee. The IT Committee can then make their recommendation to the Commissioners.

ORDINANCE / POSITION DESCRIPTION MANUAL OF UPDATED JOB DESCRIPTIONS: Upon reading, Mr. Maxwell made a motion to approve **Ordinance No. 2013-06** adopting the list and position description manual of updated job descriptions as the official job descriptions of the County. Mr. Walstra seconded and the motion carried.

REQUEST TO CHANGE THE ZONING CLASSIFICATION OF REAL ESTATE IN HANGING GROVE TOWNSHIP / YALLALY: A request has been made to change the zoning classification of real estate in **Hanging Grove Township** from the **A1 Conservation Agriculture District** to the **A2 General Agricultural District** for the purpose of building a home. Mary Scheurich, Director / Planning & Development, explained that the lot size was too small for the A1 district. The area was a previous home site. The Plan Commission did unanimously recommend approval. Mr. Walstra made a motion to approve **Ordinance No. 6-3-2013A**. Mr. Culp seconded and the motion carried. Let the record show that Mr. Maxwell abstained.

REQUEST TO CHANGE THE ZONING CLASSIFICATION OF REAL ESTATE IN UNION TOWNSHIP / MITCHELL: A request has been made to change the zoning classification of real estate in **Union Township** from the **A1 Conservation Agriculture District** to the **A2 General Agriculture District**. Mary Scheurich explained that the A1 district requires 10 acres. The acreage that will be used to build the home is not tillable acreage. The Plan Commission did unanimously recommend approval. Mr. Maxwell made a motion to approve **Ordinance No. 6-3-2013B**. Mr. Walstra seconded and the motion carried.

PUBLIC DEFENDER BOARD / APPOINTMENT: Mr. Maxwell made a motion to appoint Todd Sammons to the Public Defender Board. Mr. Walstra seconded and the motion carried.

POLES / SURVEYOR/EXTENSION OFFICE: Mr. Culp stated that the flag pole and two (2) security light poles located at the Surveyor/Extension building need to be painted. Mr. Haberlin will look into.

AIRPORT MANAGER: Brad Cozza was present to introduce himself as the new Manager of the Jasper County Airport. Mr. Cozza began the job in June after graduating from Purdue University with a Bachelors as well as a Masters degree in Aviation Administration.

SRI INCORPORATED / TAX SALE SUPPORT SERVICES ADDENDUM: James Hughes, Chairman / SRI Inc., stated per letter that the need for a \$5.00 per parcel increase comes on the heels of a year that saw the Indiana Tax Sale System come under attack on several fronts. The \$5.00 increase is a one year increase with fees going back to the 2012 level of \$70.00 in 2014. Mr. Maxwell made a motion to approve the Tax Sale Support Services Addendum with SRI Incorporated. Mr. Walstra seconded and the motion carried.

REQUEST TO EXTEND VACATION: Teresa Jackson, Prosecutor's Office, has requested permission to extend two (2) vacation days. Due to an extended medical leave within the office, it would be a hardship in the office for her to use the vacation days at this time. Mr. Walstra made a motion to approve the extension of the two (2) vacation days for a period of 90 days. Mr. Maxwell seconded and the motion carried.

PUBLIC HEARING / CREATION OF THE JASPER COUNTY TOURISM COMMISSION: A public hearing was held to adopt an ordinance creating the Jasper County Tourism Commission. Indiana Code 6-9-18 et seq, as amended, authorizes the County Executive to create a commission to promote the development and growth of the convention visitor and tourism industry in the county. Mr. Culp asked if there was any public comment. There was no public comment. Mr. Walstra made a motion to approve **Ordinance No. 06-03-2013A**. Mr. Maxwell seconded and the motion carried.

Kevin Kelly, Director / Jasper County Economic Development Organization, introduced Jasmine Hall as the new Community and Business Relations Coordinator. Jasmine is a graduate of Rensselaer Central High School and a recent graduate of St. Joseph College.

INDIANA PUBLIC RETIREMENT SYSTEM / AUTHORIZED AGENT: Auditor Grow submitted the required State Form necessary to assign Donna Horner, Deputy Auditor, as an Authorized Agent Designated to Perform Necessary Duties related to the Indiana Public Retirement System (INPRS). Mr. Maxwell made a motion to approve the required form. Mr. Walstra seconded and the motion carried.

BUDGET TRAINING / AUDITOR: Auditor Grow requested permission for herself and two (2) deputies to attend budget training with the Department of Local Government Finance (DLGF) on June 21 from 1-3 p.m. in Otterbein. Mr. Walstra made a motion to approve. Mr. Maxwell seconded and the motion carried.

DISTRICT MEETING / RECORDER: Beth Warren, Recorder, has requested permission to attend the Northwest & Northeast District County Recorder's Meeting to be held on Wednesday, July 24, 2013 in Middlebury, IN. The registration fee is \$35.00 per person. Ms. Warren will be staying at the Das Essenhaus for one (1) night. The accommodations and registration will be paid for out of the Continuing Education Fund. Mr. Maxwell made a motion to approve the request. Mr. Walstra seconded and the motion carried.

CONFERENCE / HEALTH DEPARTMENT: Amy Todd, Health Department, is required to attend a two day conference in Indianapolis on June 25 and 26 as part of her ISDH training. Costs will include two (2) nights stay in Indianapolis, mileage and one meal reimbursement. The claims will be covered by the Preparedness grant monies which are available for these conferences. Mr. Maxwell made a motion to approve. Mr. Walstra seconded and the motion carried.

COMMUNITY CORRECTIONS / MEETING: William Wakeland, Community Corrections, will be attending the Residential Advisory Committee 2013 Annual Meeting in Franklin, Indiana, on June 20th and June 21st. There is no cost for the training. The hotel room will be paid for out of the Work Release Fund. Mr. Walstra made a motion to approve. Mr. Maxwell seconded and the motion carried.

RECYCLING TRAILERS: Quotes were submitted and reviewed for the newer-style recycling trailer as well as the older-style recycling trailer. The cost for a 10-bin recycling trailer is \$13,850.00 plus an additional \$167.00 (2 5/16 ball) for a total cost of \$14,017.00. Mr. Haberlin will check into the cost associated with delivery. After further discussion, Mr. Maxwell made a motion to approve the purchase of two (2) recycling trailers at an expenditure of \$14,017.00 per trailer. Mr. Walstra seconded and the motion carried.

PAVING / HIGHWAY: Mr. Haberlin stated that we are budgeted for \$1 million in CCI money; however, we will probably only get \$800,000.00. Through legislation, we could receive \$718,122.00. There has been talk that we could start receiving some proportions of this additional money as of the June 1 or July 1 MVH money. We usually receive 48% of our MVH money between June 1 and December 31. Assuming all of this happens, this would give us \$1,140,000.00 to work with. Mr. Haberlin continued to state that you would need to figure \$85,000.00 per mile to pave a road and \$13,000.00 per mile to chip and seal.

EMCOR CONSTRUCTION SERVICES / CONTRACT: Attorney Beaver stated that he received the contract on Friday and is not yet ready for the Commissioners to sign due to some unanswered questions regarding the energy savings. EMCOR Construction Services is continuing with the engineering phase; therefore, there should not be a delay in the project. A continued meeting will be scheduled for Monday, June 17, 2013 at 8:30 a.m. to allow for the approval of the contract.

INDOT / UPCOMING PROJECTS: Mr. Culp stated that representatives from INDOT were present at the Commissioners' meeting held in May regarding any projects and/or concerns. A written response in regards to the meeting was recently received.

THE INDIANA PRESERVATIONIST / COURTHOUSE ROOF: Mr. Culp stated that "The Indiana Preservationist", a magazine from the Indiana Landmark's Association, recently featured the Jasper County Courthouse on the back page. The Courthouse was featured because of the roof being turned back into slate. Of the 92 Indiana courthouses, 84 are historic and listed in the National Register of Historic Places.

AFTER THE JASPER COUNTY DRAINAGE BOARD MEETING:

LEGALSHIELD: J.R. Woodrum and Isabel Hogue, LegalShield, were present to speak with the Commissioners regarding what their program entails. Mr. Woodrum explained that one part of the program is the Legal Protection Plan which gives the employees affordable access to legal advice through unlimited phone consultations. This plan does cover the entire family. Another product that is offered involves identity theft. Depending on the program, the costs average \$2.99 - \$5.98 per week. Permission was requested to coordinate a focus group to get a feel on what the employees think of the program. Mr. Culp stated that we want to make sure that we believe in the program before submitting the option to the employees. More information about LegalShield and a list of current clients was requested.

CAMA SYSTEM / ASSESSOR: Dawn Hoffman, Assessor, presented information on a new CAMA system (software for the computer-assisted mass appraisal that is done in the Assessor's office). Ms. Hoffman attended a demonstration on the product. This product can do many things that we cannot currently do. Mr. Maxwell asked how many counties were using the program? Mrs. Hoffman replied that she believes 31. There is money within the Sales Disclosure Fund that can be used towards the purchase of software. After further discussion, the suggestion was made to take the request to the IT Committee for their recommendation.

There being no further business, Mr. Maxwell made a motion to continue the meeting until Monday, June 17, 2013 at 8:30 a.m. Mr. Walstra seconded and the motion carried.

JASPER COUNTY BOARD OF COMMISSIONERS:

Kendell Culp, President

James A. Walstra, Vice President

Richard E. Maxwell, Member

ATTEST:

Kimberly K. Grow, Auditor of Jasper County

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